

Steps for Using Technical Service Providers (TSP) via TechReg to conduct technical assistance for conservation programs (existing EQIP program contracts only)

These steps are for applications already chosen to move forward into contract development.

1. Client wants to use a TSP for conservation work.
2. Field Office (FO): Give client a Vendor Code Form to complete. This form must be completed and returned to Lorrie Doering before New Hampshire NRCS can make the TSP funding obligation in the NRCS financial tracking system.
3. (FO): Calculate Not To Exceed (NTE) rate from www.tsp-nte.nrcs.usda.gov.
4. (FO): E-mail Dave Hoyt to see if TSP funds are available/remaining for this FY (disregard if already completed).
5. (FO): Have producer sign AD-1156 Contract Modification Form.
6. (FO): Attach completed Vendor Code form to AD-1156 Contract Modification Form Print and send a copy to participant and a copy to Pat Pickett for documentation of TSP costs..
7. (FO): Notify client to select a TSP for technical assistance work and provide a completed copy of the *Services Provided by a TSP Cover Sheet* and *General Requirements for Use of Private Technical Service Providers* and corresponding SOWs for specific technical services they will be providing.
8. Client selects TSP from TechReg at: <http://techreg.usda.gov/CustLocateTSP.aspx>, and provides the TSP with a copy of the *General Requirements for Use of Private Technical Service Providers Statement of Work* and corresponding SOWs for specific technical services they will be providing.
9. (ALL): An informational meeting between NRCS, client, and TSP on the technical assistance work.
10. (TSP): completes work as assigned, certifies completion of work on the *Warranty of Technical Services Provided* form CCC-1245 Block #16.
11. (TSP): reports progress in Tech Reg at: <http://techprs.sc.egov.usda.gov/>
12. (TSP): receives a transaction number and provides it to the field office to certify completion of technical assistance.
13. (FO): Manually complete TSP contract items on CCC-1245, have producer sign CCC-1245.
14. (FO): Transaction number and completed CCC-1245 sent in to Lorrie Doering as documentation for TSP related payments to be made. Transaction numbers are found in TechPRS (View Prior Entries) at the following website: <http://techprs.sc.egov.usda.gov/ViewPriorEntries.aspx>
15. (Lorrie Doering): Sends payment request to New Hampshire NRCS; program participant receives payment by EFT and pays TSP for completed work, or the TSP is paid directly by EFT if an assignment of Payment was completed by the program participant.
16. (SO): Technical assistance items will be spot-checked by the state office as part of a quality assurance plan.

Steps for Using Technical Service Providers (TSP) via TechReg to conduct technical assistance for Nutrient Management (existing PL-566 program contracts only)

These steps are for applications already chosen to move forward into contract development.

1. Client wants to use a TSP for conservation work.
2. Field Office (FO): Give client a Vendor Code Form to complete. This form must be completed and returned to Lorrie Doering before New Hampshire NRCS can make the TSP funding obligation in the NRCS financial tracking system.
3. (FO): Calculate Not To Exceed (NTE) rate from www.tsp-nte.nrcs.usda.gov. (use \$6/ac, 2\$/ac, and \$2/ac for Design, Installation, and Checkout, respectively).
4. (FO): E-mail Rob Allen to see if TSP funds are available/remaining for this FY (disregard if already completed).
5. (FO): Have producer sign AD-1156 Contract Modification Form.
6. (FO): Attach completed Vendor Code form to AD-1156 Contract Modification Form Print and send a copy to participant and a copy to Pat Pickett for documentation of TSP costs..
7. (FO): Notify client to select a TSP for technical assistance work and provide a completed copy of the *Services Provided by a TSP Cover Sheet and General Requirements for Use of Private Technical Service Providers*.
8. Client selects TSP from TechReg at: <http://techreg.usda.gov/CustLocateTSP.aspx>, and provides the TSP with a copy of the *General Requirements for Use of Private Technical Service Providers Statement of Work* including the *Nutrient Management (590) Statement of Work*.
9. (ALL): An informational meeting between NRCS, client, and TSP on the technical assistance work.
10. (TSP): completes work as assigned, certifies completion of work on the *Warranty of Technical Services Provided* form AD-1161 Block #14.
11. (TSP): reports progress in Tech Reg at: <http://techprs.sc.egov.usda.gov/>
12. (TSP): receives a transaction number and provides it to the field office to certify completion of technical assistance.
13. (FO): Manually complete TSP contract items on AD-1161, have producer sign AD-1161.
14. (FO): Transaction number and completed AD-1161 sent in to Lorrie Doering as documentation for TSP related payments to be made. Transaction numbers are found in TechPRS (View Prior Entries) at the following website: <http://techprs.sc.egov.usda.gov/ViewPriorEntries.aspx>
15. (Lorrie Doering): Sends payment request to New Hampshire NRCS; program participant receives payment by EFT and pays TSP for completed work, or the TSP is paid directly by EFT if an assignment of Payment was completed by the program participant.
16. (SO): Technical assistance items will be spot-checked by the state office as part of a quality assurance plan.